

As a Local VIRTUS Coordinator, what do my VIRTUS Online responsibilities include?

1. Assisting your Diocesan VIRTUS Coordinator with duties that can be performed at the local (parish, school, etc.) level.
2. Managing the registrations and user information of employees and volunteers that belong to your organization. This is done by:
 - a. Encouraging your attendees to PRE-REGISTER (register online before the Protecting God's Children Class) via the VIRTUS Online website.
 - b. For all attendees who did NOT register online before their class, make sure that they go online and register after their class, or that you collect their info and enter it yourself (i.e. user has no internet access)
3. Scheduling Protecting God's Children Training sessions in the VIRTUS Online system.
4. Help distribute and document continued training information to those individuals who are required to continue training, but do not have access to the Internet.
5. Help ensure that your organization is compliant with the USCCB Guidelines.

PLEASE NOTE:

Always check with your VIRTUS Coordinator for details on your exact responsibilities. However, all Local Virtus Coordinators need to work closely with Facilitators and his or her Diocesan Virtus Coordinator, to ensure that all attendees have registered online either **before or after** the class. You will only be able to view information for attendees who have registered for a class in YOUR Parish or Organization, or a particular scope of attendees established by your Coordinator. You will not be able to see information from other Facilitator sessions, unless you are involved with the presentation of the class. The Diocesan Virtus Coordinator will be responsible for the final approval all user registrations.



What resources exist for Local VIRTUS Coordinators on the VIRTUS Online Website?

1. An Administration Tab that contains all tools and resources for local coordinators.
2. A listing of all registered users that belong to your organization, along with their registration status.
3. A Training Administration feature that allows you to see live training reports and continued training reports for users within your organization.
4. A listing of all classes, future and past, within your organization.
5. A Registration Manager.
6. A Reporting library that allows you to run detailed reports about users, training, and compliance.
7. A Library of Templates, Documents and Forms pertaining to the Protecting God’s Children training and implementation.



How do I view my registered employees and volunteers?

1. On your Administration Tab, click on “Users” on the left-hand menu.
2. Your employees and volunteers will be listed in alphabetical order by last name. If a particular employee or volunteer is missing, they either have not registered, or they registered with the incorrect organization. (You can only view information for users that belong to your organization.)
3. Each user’s status will be displayed on the far right column. A user can be in one of three states – **Pre-registered**, **Awaiting Approval**, and **User**.
 - A **Pre-Registered User** is someone who has registered but not yet attended a class
 - An **Awaiting Approval User** is someone who has already attended a class, but has yet to be approved by your Diocesan Virtus Coordinator.
 - A person in the **User** status indicates that the person has registered online AND their account has been approved by your Diocesan Virtus Coordinator.



How do I schedule a session?

1. On your Administration Tab, click **"Instructor-led Training"** on the left-hand menu, then click "Schedule Training Sessions" in the middle of the screen.
2. In the center of the page, click the button labeled "Add a New Session."

The screenshot shows the 'Administration' tab selected in the top navigation bar. The left-hand menu is expanded to show 'System Administration' and 'Training Administration'. Under 'Training Administration', 'Instructor-led Training' is selected, indicated by a red dot and a red arrow. The main content area is titled 'Schedule Training' and contains a button labeled 'Add a new session'. Below this button, it says 'Current Training Scheduled: Protecting God's Children for Adults'.

3. Enter class information including location, date, start time and maximum size.
4. Add names of all Facilitators who will be assisting with the class.
5. Enter any notes you may want to display about the class (e.g. room information, attendee classification.)
6. Click "Add Session."

Add Training Session:

Training Title:

Location:

Start Date: (You must use this format: mm/dd/yyyy)

Start Time: :

Number of days:

Maximum Size: (leave blank if there is no size limit)

Facilitator: (optional)

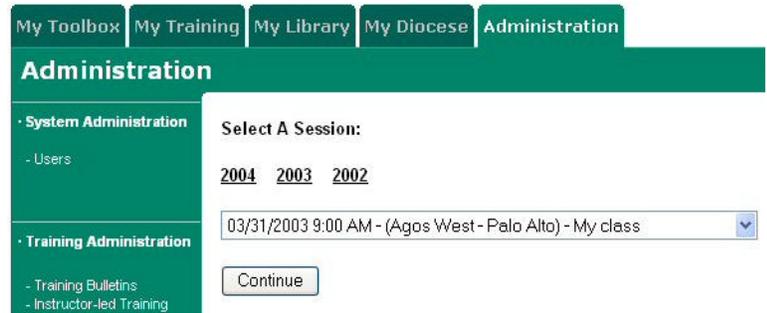
Available Facilitators		Selected Facilitators
Doe, John	<input type="button" value="Click to add >>"/>	
Facilitator, Fred flintstone, fred test, test test, test	<input type="button" value="<< Click to remove"/>	

Notes:

(put class restrictions here, ie Priests only)

How do I view class and pre-registrant information?

1. Click on "Instructor-led Training."
2. Click on "Manage Registrations."
3. Choose the year of the class.
4. Choose the Class from the Drop-Down List.
5. Click "Submit."
6. You will be able to view and edit user information for those who have pre-registered.

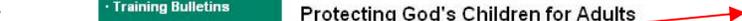


How do I view a comprehensive list of all my attendees who have registered online, regardless of the class they attended?

1. Click on "Manage Registrations." 
2. Click the link that says "Click here to see a list of users..." 
3. You will be able to view and edit user information.



How do I distribute required reading articles for those people who need to continue training, but do not have Internet access?

1. Pull up the featured Protecting God's Children for Adults Bulletin 
2. In the upper right-hand corner, click the print icon. 
3. Distribute copies of this to all your "offline" users (users with no Internet access)
4. Check with your Diocesan Virtus Coordinator for further details on collection and tracking of these documents.

